Our **Vision** is to be a...

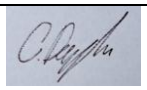
Caring Community, Courageously Learning, Inspired to Live Life to the Full.

*Jesus said, **"I have come that you may have life and have it to the full."***
(John 10:10)

Christ Church Infant School (CCI) is a vibrant, inclusive and aspirational school that strives to keep the wellbeing, education and safeguarding of children at the centre of all we do. Our staff, families, Church and Governors work harmoniously to encourage children to flourish as people as well as learners. We create an environment where every child is empowered, their background celebrated, and their mental health protected. Our Church school vision is reflected in our values-led curriculum, holistic approach to each individual and community-focused experiences. This approach then enables every child in our care to learn to live life in all its fullness, during their educational journey with us.

The value we place on every individual extends to our staff team too, who are our greatest resource within school. We aim to uphold high levels of wellbeing through continued professional development, high aspirations and an ongoing collaborative approach. In all we do at CCI, we keep children at the heart of our work. The following policy aligns with our school vision and ethos, and should be read with this context in mind.

Use of Images Policy

Signed CoG: 	Name: Chris Douglas	Ratified Date: T2 2025-26
Signed Head: 	Name: Anna Martin	Review: T2 2027-28

Use of Images Policy

This policy refers to all images – all types of photographic and electronic images, stored electronically or in paper forms, on the internet and including webcams. It also covers forms of images/storage methods not currently used in school or not yet invented.

Rationale

Children's learning and achievement is positively reinforced by the use of images. The use of images will follow best practice guidance as detailed below.

Aims

- To enable images to be used in school to benefit and support children's learning.
- To enable the use of images to celebrate achievement of children and the school both within and beyond the school including on the school's website, closed (non-public) Instagram account and open Facebook page.
- To comply with the Data Protection Act (2000), Copyright and the Human Rights Act (1998) ensuring a right to a private life, and the common law of confidentiality.
- To promote and celebrate the school in the local community.

Guidelines

Broad Guidelines

Children should be suitably dressed in all photos – i.e. in school uniform, costume for concerts, own clothes on themed/fundraising days or in PE kit. In the case of photos taken during swimming lessons, care will be taken to ensure that images are appropriate.

Children's images will not be used to promote advertising brands.

Photographs/images should only be taken using school equipment that is left on the school site, such as class cameras or school iPads. There is a school iPad designed for taking photos to upload directly to the school Facebook Page, Instagram account and the website. This is mostly used by the Headteacher but staff can borrow this to take photos and videos. This will be stored in school and photos should be deleted once used.

If a pupil is named on the website or school social media sites, their photograph will be omitted and if their photograph is used, their name should be omitted. Children's surnames will not be used on the website or social media sites.

Parental Permission

Parents will be required to complete permissions information on Arbor when their children start school. If they do not complete this on Arbor then a paper document will be sent home for parents to sign. This will cover the 3 years that the child is in school and parents have the right to change your mind and withdraw permissions. This includes details of the different ways we share photographs and separate permission is required for each.

This policy made available on the school website so that parents can familiarise themselves with it before completing the permissions.

If a photograph is shared that includes a child that we do not have permission for then the childs face will be hidden or blurred in some way.

Storage and use of images

Images will be taken of children during the course of their learning at CCI and are stored in exercise books, electronic files and used in a displays. Safeguarding regulations for some children may mean this is not appropriate and in this case no photos of the child will be displayed or shared anywhere in school other than on Arbor.
Images may be used to promote and record learning, or for promotional purposes (e.g. School handbooks, website, social media sites, newspaper articles about the school etc).

After children have left school images may be kept for use in further learning.

A passport size photograph of the child, provided by the parent/carer, will be used on their coat peg in Reception.

Photos of staff and children are shared regularly on the school's Facebook page, on the website and in the local magazine 'Downend Voice'. The purpose is to promote the school and share/celebrate the children's learning.

Newspaper images

Only children's first name will be used in conjunction with an image, if any.

School Website and school social media sites

If a parent is unhappy with a published image for safeguarding reasons, they need to contact the school and it will be removed as soon as is possible by the senior leadership team.

The member of staff who has shared an image or published a picture is responsible for ensuring safeguarding and checking parental permissions.

Children's names will rarely be used on the website and social media. When necessary only the first names will be used and without association with an image.

Taking of images by parents/carers - Photographs and videos

We will allow photographs and videos to be taken by parents/carers and family members at school performances and special events such as Sports Day. Parents/carers have the right to withdraw their child if they are not happy with this decision. By doing this we feel we are balancing freedom of expression/privacy and the family life of parents and also the protection of the rights and freedoms of the other children. Parents/carers are always told that they must not share any photos or videos without permission of the child's parents or carers for safeguarding reasons.

Taking of images by children

Children may take photographs of activities using school cameras and iPads as part of their learning as part of the Computing curriculum. Children are not permitted to bring devices such as mobile phones or iPads into school. If they do so they will be taken off the child and stored safely in the office until a parent/guardian can collect these.

Use of mobile phones (we include personal devices with recording and photographic technology in this)

- Staff who are classroom based must turn phones off when children are in the classroom and during teaching hours and these should be locked in the classroom cupboards. These could also be left in the staff room or the office for better security.
- If staff need to have their phone on for an urgent call, then it should be left in the offices and the admin team will answer the phone for staff and enable them to take the call. Alternatively, staff can give the school number (01454 866562) for urgent calls.
- Non-classroom based staff should only use their phones when children are not in their workspace (it is understood that this role is different to that of someone who works directly with children because staff need to access devices for things like authentication systems and searches whilst working on a computer.
- Staff can have phones turned on and carried on their person in workspaces without child access such as the staff and meeting rooms.
- Staff will need to take mobile phones on school trips and visits in case of emergency contact being required. All staff should have their phones turned on for school trips in case school needs to make urgent contact or groups get split up. These should not be used other than for making or receiving urgent school calls. Volunteers will be asked not to use their phones on school trips and should not have them out in sight around the children. Staff are expected to challenge volunteers if they are using their phones around the children.
- Trainee teachers are expected to follow the same guidance as school staff.
- Work experience students and volunteers at CCI are required to hand their mobile phone devices into the school office on arrival. They will be able to use these at breaktimes in the meeting room or staff room.